

AUTOMOTIVE PARTS LEADWORKER*Class Definition*

Under general supervision, leads a group of storeskeepers in procuring, storing and issuing automotive parts and equipment.

Distinguishing Characteristics

Automotive Parts Leadworker is the advanced working, lead class in the Automotive Storeskeeper series. The incumbent provides lead direction to a group of storeskeepers in procuring, storing and issuing automotive parts and equipment used by the Fleet Management Division in the repair of City vehicles and equipment. Automotive Parts Leadworker is distinguished from Automotive Parts Supervisor in that the latter has full supervisory responsibility. It is distinguished from Automotive Storeskeeper II in that the latter is the journey level class and incumbents are not responsible for providing direction to other employees.

Typical Tasks

(The incumbent may not be assigned all duties listed, nor do the examples cover all duties which may be assigned.)

Provides lead direction to other employees.

Procures, receives, unpacks, and properly stores automotive parts, supplies and equipment.

Checks quantity and quality of items received against invoices, waybills and specifications.

Contacts vendors regarding procurement of automotive or transit parts, equipment, and related supplies.

Prepares requisitions for stock replacements and makes regular vendor purchases as required.

Maintains a manual and/or automated inventory control system and related records; performs daily updates to ensure adequate levels of stock are available; performs regular spot-checks and semi-annual inventories.

Issues items from stock in accordance with prescribed procedures and keeps stock in order.

Performs related duties as required.

Knowledge, Abilities, and Skills

Considerable knowledge of typical tools, parts, equipment and materials used in general automotive repair and mechanical maintenance work.

Knowledge of automotive storeskeeping terminology.

Knowledge of stockkeeping principles and practices.

Ability to plan and organize the work of others.

Ability to analyze work problems and make appropriate recommendations.

Ability to perform arithmetic computations rapidly and accurately.

Ability to keep stock records and to prepare standard stores reports.

Ability to understand and follow oral and written instructions.

Ability to communicate effectively, orally and in writing.

Ability to operate a computer terminal.

Physical strength and agility sufficient to move heavy objects.

Minimum Qualifications

One year of experience equivalent to that gained as an Automotive Storeskeeper II with the City of Fresno.

Necessary Special Requirement

Possession of a valid California Driver's License at time of appointment.

APPROVED: _____
Director of Personnel

DATE: _____

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